

The City of Minneapolis, through its Green Business Cost Sharing Program, is offering cost shares, up to \$50,000 each, to help fund innovative green business practices that focus on air and water quality improvements in Minneapolis by reducing:

- VOC emissions - Top priority
- Particulate matter emissions - Top Priority
- Hazardous Air Pollutants
- NOx emissions
- Waste
- Water consumption
- Energy Use

**Proposals are due April 22, 2016 at 4:00 p.m.**

**Eligible applicants:**

- Any business in the City of Minneapolis that pays a Pollution Control Annual Registration.
- The cost share applicant must be able to demonstrate that the project has measurable pollution reduction.

**Agreement with cost share winners:**

Owners must be able to provide 2/3 matching funds for project.

*Ex. \$120,000 Project = \$40,000 Green Business Cost Share + \$80,000 2/3 matching funding from business*

A contract (**Attachment A**) will address the conditions of the cost share award including implementation of the project, reporting on progress and activities, and a final report. The contract is a legal, binding document and will need signatures of the cost share fund manager, the program manager, and the cost share applicant. Cost share recipients are expected to keep accurate financial records of the project.

**Important:** You are not required to fill out the contract unless awarded a cost share award.

**Cost share payments:**

Once the switch to an approved alternative product or technology is completed, and the City of Minneapolis has received and approved the final report and final invoice, payment of the cost share will be made.

For reasonable accommodations or alternative formats please contact the Minneapolis Health Department at 612-673-2301 or [health@minneapolismn.gov](mailto:health@minneapolismn.gov). People who are deaf or hard of hearing can use a relay service to call 311 at 612-673-3000. TTY users call 612-673-2157 or 612-673-2626.  
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**Tentative 2016 program timeline:**

- January Cost Share Applications available on-line at  
<http://www.minneapolismn.gov/greenbusiness>
- February 5 2-3 p.m. Information meeting (optional) at  
*Public Service Center  
250 4<sup>th</sup> Street South - Room 414  
Minneapolis, MN 55415*
- April 22 4 p.m. Innovative Green Cost share application due
- May 6 Cost share winners announced
- June 1 Agreements completed
- November 1 Project to be completed
- December 1 Final day for documents submitted for reimbursement

**Informational meeting (optional):**

An optional program information meeting for all applicants will be held Wednesday February 5th, from 2:00-3:00 p.m., at the Public Service Center, 250 4<sup>th</sup> Street South, Room 414. Attendance is not mandatory, but is encouraged for anyone who has questions about the application content or process as this is the only opportunity to talk directly to staff. Questions and answers from this meeting will be posted on the City's website at <http://www.minneapolismn.gov/greenbusiness>.

**To Apply:**

- Send the completed application form and required attachments.
- **Deadline 4 p.m. Wednesday, April 22nd, 2016.** Late applications may not be considered.
- Mail or deliver to:

City of Minneapolis, Environmental Services  
Green Business Matching Cost Share  
250 South 4<sup>th</sup> Street - Room 414  
Minneapolis MN 55415

- Applications will be reviewed by the Green Business Cost Share selection panel consisting of experts in either applicant's business, technology or environmental fields.

**Innovative Green Cost share Application**

*Complete all sections on this application.*

Name of Business: \_\_\_\_\_

Contact person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

\_\_\_\_\_ Requested Funds: \$ \_\_\_\_\_ (Not to exceed \$50,000)

Your Business Matching Funds: \$ \_\_\_\_\_ (Must be at least 2/3 project cost-attach estimate)

Total Project Cost: \$ \_\_\_\_\_

Summary of Request (What is the scope of the project? How you are planning to spend the cost share funds):

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How will your business process change if you are awarded a cost share? (Provide detailed information of your equipment/supplies you propose to change age, spray efficiency, Material Safety Data Sheet of the product or combination of products, VOC or HAP content, waste volumes etc.). Attach documentation if necessary.

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For assistance on answers technical aspects of the cost share such as quantifying emissions contact: Minnesota Technical Assistance Program (MNTAP), University of Minnesota - industry specific process and energy efficiency for business and industry at <http://www.mntap.umn.edu/> or (612) 624-1300

How much particulate matter, VOC, NOx, HAP emission equivalent hazardous waste, water usage, solid waste would be eliminated annually from your business as a result of this cost share? (The greater the number of gallons eliminated you can demonstrate, the higher the application will rank.)

\_\_\_\_\_ lbs. of particulate matter reduced or eliminated annually  
\_\_\_\_\_ Gallons of solvent to be reduced or eliminated annually  
\_\_\_\_\_ lbs. of VOC to be reduced or eliminated annually  
\_\_\_\_\_ lbs. of NOx to be reduced or eliminated annually  
\_\_\_\_\_ lbs. of HAP to be reduced or eliminated annually/HAP type:  
\_\_\_\_\_  
\_\_\_\_\_ lbs. hazardous waste reduced or eliminated annually  
\_\_\_\_\_ lbs. of solid waste reduced or eliminated annually  
\_\_\_\_\_ Gallons of water reduced or eliminated annually  
\_\_\_\_\_ Energy reduced or eliminated annually (include units)

Describe verification documentation (attach to application) you will provide to demonstrate the reductions mentioned above?

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How do you believe this cost share would help your business and employees?

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How do you believe this cost share would help your customers?

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How will this cost share help your neighbors and surrounding community?

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Do you have any letters of support? List here and attach them to your documentation.

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**Final Required Application Item: Review your project with MN TAP:**

Schedule a meeting with Minnesota Technical Assistance Program (MNTAP) to review your project.

Contact MNTAP at <http://www.mntap.umn.edu/> or (612) 624-1300

MNTAP Representative (print): \_\_\_\_\_

MNTAP Rep Signature: \_\_\_\_\_

Meeting date: \_\_\_\_\_



## Innovative Cost Share Application Checklist

### **What to submit by April 22nd, 2016:**

- ☐ This Matching Cost Share Application. Applications can be emailed to [envservicesinfo@minneapolismn.gov](mailto:envservicesinfo@minneapolismn.gov) or faxed to 612-673-2635.
- ☐ Supporting documentation of pollution reduction.
- ☐ Demonstrate that the cost share applicant is the owner of record of the property or business where funds will be used to finance the switch to an approved product or technology. Copy of property tax record, business license etc.
- ☐ Include in the application a contractor bid for work or a materials list. Work performed at the property shall be as stated in the bid, and materials purchased shall be as stated in the list.

### **Checklist of Requirements:**

- ☐ An approved alternative product or technology must be installed, and in use at the place of business by the end of the project.
- ☐ No more than \$50,000 may be requested by the eligible business. (No minimum request)
- ☐ Business will provide at least two-thirds of the funds for the project.
- ☐ Cost share funds can only be used to compensate for materials and labor specified on the cost share bid.
- ☐ Ineligible costs include labor costs of employees.
- ☐ Any contractor(s) who performs work at the property must meet City of Minneapolis licensing, building permit, and building code requirements.
- ☐ All work must meet City of Minneapolis zoning code, building, fire, and all other regional, state or national code requirements.

### **If you are awarded a cost share the following must be complete:**

- ☐ All improvements must be completed by November 1st, 2016 and reimbursement request documents provided to the program administrator by December 1st, 2016. The applicant is responsible for ensuring that product purchases, equipment purchase and installation, or other work proposed have been completed satisfactorily before paying the contractor(s).

(Continued)

- ☐ Cost share funds will be disbursed to the contractor(s), vendors, and/or cost share applicant by the City cost share fund manager. The cost share applicant must submit the following items to the program manager upon completion of the work. If more than one contractor is used, there must be complete sets of the items listed below for each contract/contractor/vendor:

Before and after photographs from the same vantage point highlighting the improvement.

Proof of final inspection by the City of Minneapolis for any work requiring a City permit.

Final invoice from the contractor or vendor showing the total project cost.

Proof of payment paid to contractor/vendor. You should be totally satisfied with the work or product performance before paying.

A lien waiver, which is a statement issued by the contractor/vendor that advises the client that they, the contractor/vendor, have been paid in full for the total project cost, are satisfied with the compensation for the work they performed, or the products provided, and waive their right to place any liens on the property for work completed/products provided.

- ☐ Contribute the required matching funds to the City of Minneapolis cost share (at least two-thirds matching from business).

## Resources to save energy and money

*Below is a list of resources and tools to help you save money in your business through reduced energy or other resource usage.*

- CenterPoint Energy (natural gas provider)  
[www.centerpointenergy.com/home](http://www.centerpointenergy.com/home)
- Minnesota Pollution Control Agency Small Business Environmental Assistance Program  
<https://www.pca.state.mn.us/quick-links/reducing-voc-emissions-your-business>
- Xcel Energy offers small business assistance and a discount rate program for compact fluorescent light bulbs  
[www.compactoffer.com/xcelenergyproducts.cfm](http://www.compactoffer.com/xcelenergyproducts.cfm)
- One Stop Lighting rebate  
<http://mncee.org/Find-Programs-Financing/One-Stop-Efficiency-Shop-Lighting-Retrofits/>
- RETAP- Mike Vennewitz, Minnesota Retiree Environmental Technical Assistance Program Coordinator  
[mvennewitz@yahoo.com](mailto:mvennewitz@yahoo.com) 612-781-1307
- Minnesota Technical Assistance Program (MNTAP), University of Minnesota- industry specific process and energy efficiency for business and industry  
<http://www.mntap.umn.edu/> (612) 624-1300